

20 March 1979

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

25X1      FROM : [REDACTED]  
                    Chief, Supply Division, OL

SUBJECT : Reduction of Energy Use

REFERENCE : Memo dtd 5 March 1979 from C/P&PS to  
                    C/SD; Same Subject

1. The Supply Division remains firmly committed to the Government's efforts to conserve precious energy, and has attempted to eliminate energy waste whenever discovered. However, what perhaps has not been fully perceived is that the Supply Division has traditionally been energy conscious long before the publicized energy "crunch"; therefore, no large measurable savings in energy can be expected year after year without having a detrimental impact on customer services and operations.

2. We have reviewed our [REDACTED] operations as they relate to energy consumption and plan to implement the following actions designed to further curb energy demand. 25X1

a. Utilize minimum artificial lighting during the daytime where windows and outside light are available.

b. Utilize the GSA guidelines for minimal office lights; i.e., every other fixture turned off, or whatever is practical.

c. Shut off all unnecessary lights when not needed.

d. Have employees dress appropriately during the summer and winter months to allow for the lowering and raising of the thermostat to conserve energy.

SUBJECT: Reduction of Energy Use

- e. Turn on equipment such as xerox machines, typewriters, calculators, and other electrical operation machinery only when actually used. Install signs where appropriate to remind personnel of this practice.
- f. Ensure that overhead doors in cold weather are left open for a minimum amount of time.
- g. Shut down ventilating fans and air handlers when not in use, in coordination with GSA.
- h. Eliminate unnecessary vehicle trips by combining or consolidating the essential ones.
- i. Cut off engines of Depot trucks and tractors when not in use.
- j. Reduce the use of premium transportation whenever and wherever possible.
- k. Issue a reminder to all employees emphasizing the use of subcompact vehicles when on TDY.
- l. Encourage use of car pools by providing closer to the building parking spaces. Also encourage use of car pools for lunch.
- m. Control the issue and use of electric heaters over and above the normal heating. Supplemental heaters will be approved by the C/CD or his deputy.
- n. Restrict the use of individual hot plates, coffee pots, etc., insofar as possible. Also, turn off when not in use.

25X1

4. In addition to the above energy-saving practices that SD is putting into effect, there are a few other means of saving energy that we would like to submit for consideration:

SUBJECT: Reduction of Energy Use

a. Decentralize light switches [redacted] to allow lights to be turned on and off by employees as needed. At present, there are only a few rooms in the building where individual lights can be turned on and off, i.e., the conference rooms and rest rooms.

25X1

b. Explore the feasibility of adjusting the courier schedule between [redacted] to discourage the use of POV's. To succeed, this would require some direct "express" runs that would permit a stay at both locations of 1 to 2 hours.

25X1

5. While we believe that our efforts have succeeded in yielding the maximum benefits from ongoing energy conservation programs, we shall nevertheless continue to strive for additional savings wherever practicable and feasible.

25X1

